

#Transcom Foods Limited is hiring

#Position: Executive - Procurement

Application Deadline :19 Feb 2026

Vacancy:01

Age:At least 26 years

Location: Dhaka

Salary:Tk. 25000 - 30000 (Monthly)

Experience:At least 2 years

Published:20 Jan 2026

Education

Bachelor/Honors

Experience

At least 2 years

The applicants should have experience in the following business area(s): Retail Store, Hospital, Pharmaceutical/Medicine Companies, Hotel, Food (Packaged)/Beverage, Group of Companies

Additional Requirements

Age At least 26 years

Experience in Food items procurement will be given preference

Responsibilities & Context

Prepare Purchase Orders accurately using ERP software.

Conduct local product forecasting and place orders accordingly.

Follow up with suppliers to ensure timely supply of products to the warehouse.

Maintain effective relationships with existing vendors and develop new vendor sources when required.

Ensure proper maintenance of all procurement documentation, including Purchase Orders, invoices, delivery notes, and related records.

Check vendor bills and submit verified documents to Accounts for processing.

Manage inventory of local items, including consumption monitoring and leftover assessment.

Analyze item-wise ERP reports to track monthly, quarterly, and yearly stock movement.

Communicate any increase or decrease in local item prices and obtain necessary approval in coordination with Accounts.

Check Bills of Entry and submit required documents to the bank within stipulated timelines.

Maintain close coordination with the Warehouse team to ensure stock availability and smooth distribution.

Provide support in other Supply Chain Management (SCM) activities as and when required.

Skills & Expertise

Communication and Negotiation Skill

Problem Solving

Sourcing and Procurement

Working under pressure

Compensation & Other Benefits

Provident fund, Mobile bill, Weekly 2 holidays, Gratuity, Insurance, Medical allowance, Performance bonus

Salary Review: Yearly

Lunch Facilities: Full Subsidize

Festival Bonus: 2

Workplace

Work at office

Employment Status

Full Time

Job Location: Dhaka

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